



State of New Jersey

DEPARTMENT OF HEALTH AND SENIOR SERVICES

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www.nj.gov/health

RICHARD J. CODEY
Acting Governor

FRED M. JACOBS, M.D., J.D.
Commissioner

TO: All Nursing Home Administrators, Assisted Living Residence Administrators, Comprehensive Personal Care Home Administrators, Adult and Pediatric Day Care Facility Providers, and Residential Health Care Facilities within LTC Facility Providers

SUBJECT: Annual Licensure Renewal

DATE: December 2, 2005

I write at this time to inform you of the retirement of Ms. Michele Williams, Management Assistant, after 37 years of service to the long-term care providers of the State of New Jersey. I know that many of you have formed working relationships and friendships with Ms. Williams, she will be missed by all. We are fortunate to welcome Mrs. Linda DiMattia to the Management Assistant position. She is a member of the Long-Term Care Licensing Program and a dedicated state employee with over 20 years of service to the State of New Jersey. Mrs. DiMattia will be supervised by Megann Anderson, J.D., Program Specialist with Long-Term Care Licensing. Ms. Anderson and Mrs. DiMattia are available to assist you with any of your licensing questions at (609) 633-9042.

I am taking the opportunity as we undergo this transition to remind you of the requirements when requesting an initial license or renewing a license issued by the Department of Health and Senior Services ("Department"). The Department requires all facilities to report the following information to the Long-Term Care Licensing Program:

- Facility name and any changes to the facility name
- Identification of the administrator and any change in administration at the time it occurs
- Ownership of the facility as well as ownership structure of the facility, and any changes to the ownership of the facility or ownership structure of the facility
- Identification of the management company and any changes to the management company at the facility
- Identification of the owner or leasor of the building in which the facility is located, a copy of the lease must be submitted to the Department if the building is leased
- Identification of the registered agent for the facility
- Identification of young adult, IV therapy, and/or Alzheimers Units within the facility, as well as identification of chronic dialysis providers

- Identification of an interest in any other licensed health care facility in New Jersey by a principal, owner, operator or manager of the facility
- Identification of any conviction for a felony or any guilty charge in a criminal or administrative matter by a principal, owner, operator or manager of the facility

Pursuant to N.J.S.A. 26:2H-12(b) and the applicable licensure regulations, the Department will not renew a facility license if any of the above information is not submitted, if information conflicts with previously reported information, if incomplete information is submitted, or if the requested fee is not paid. If the facility license is not renewed due to the failure of the facility to submit information, submission of information that conflicts with previously reported information, or submission of incomplete information, the facility will be operating without a license in accordance with N.J.S.A. 26:2H-12(b) and the applicable licensure regulations. New Jersey regulations permit the imposition of a fine of up to \$1,000 per day for operating a long-term care facility without a license. N.J.A.C. 8:43E- 3.4(a)1, 5 and 11. In addition, if the ownership of a facility changes, the license issued to the previous owner is no longer valid. If the purchaser has not been approved by the Department for licensure, the facility is operating without a license in violation of N.J.A.C. 8:43E-3.4(a) and a fine of \$500 per day may be imposed. Beginning January 1, 2006, the Department will impose a fine for any facility that is operating without a license.

The annual licensure renewal application form **is not** the appropriate place to identify any changes to the above information. Changes to the above information must be submitted in writing to my attention immediately at: Long-Term Care Licensing, P.O. Box 367, Trenton, NJ 08625 or by facsimile transmission at (609) 633-9087. Beginning January 1, 2006, the Department will not recognize changes made on the licensure application and will not issue a new license to facilities submitting a renewal application with changes that have not been submitted to the Department in a timely manner under separate cover.

Our mission is to ensure long-term care facilities are operating in a manner which promotes and protects the health and safety of residents. I realize that this is your goal, also. I thank you for working with us to achieve this goal by providing all required information to the Department in a timely and accurate manner.



Barbara Goldman, R.N., J.D., Director
Long Term Care Licensing and Certification

cc: William Conroy, Assistant Commissioner